TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Applying for TSLAC Grants:
What You Need to Know for FY 2018

Presented by
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Library Development & Networking Division
January 2017

What We'll Cover

- ❑ Program overview
- ❑ The application
- ❑ Submitting the application
- ❑ Review & award process

PROGRAM OVERVIEW

Competitive grants

- ❑ Offered annually subject to the availability of funds
- ❑ FY 2018 — $1.8 million
- ❑ Federal funds
  - ❑ Institute of Museum and Library Services (IMLS)
  - ❑ Grants to States Program (CFDA #: 45.310)
  - ❑ Library Services and Technology Act (LSTA)

Competitive grants

- ❑ State fiscal year
  - September 1-August 31
- ❑ Program support
  - ❑ No operations
  - ❑ No equipment
  - ❑ No collection development
- ❑ No match or cost sharing required
- ❑ Deadline: **March 6, 2017**

Grant programs

- ❑ Texas Reads Grant
- ❑ Impact Grant (for Library Innovation and Improvement)
- ❑ TexTreasures Grant
- ❑ Library Cooperation Grant
- ❑ Special Projects Grant

Grant programs

- ❑ TSLAC website
  www.tsl.texas.gov/ld/funding/index.html
  - Notices of funding opportunity (program guidelines)
  - Draft templates
  - Prior grantees
- ❑ Webinar
  FY 2018 TSLAC Grant Opportunities" (webinar, 1/12/17)
  www.tsl.texas.gov/ld/workshops/webinars/archived.html

Eligible applicants

- Varies by program
- Basic requirement
  - Accredited Texas public libraries
  - Accredited Texas academic libraries
  - Nonprofit organizations applying on behalf of eligible Texas entities
  - School districts are excluded.
- Single or multiple entities (collaborative projects)

FY 2018 Timeline

- **January 2017**   Guidelines released
- **February 10, 2017**   Draft proposals due
- **March 6, 2017**   Applications due
- **March-May 2017**   Applications reviewed
- **June 2017**   Recommendations released
- **August 2017**   Commission approves grants
- **August 2017**   Contracts issued
- **September 1, 2017**   Projects begin
- **August 31, 2018**   Projects end

THE APPLICATION

What You Need to Apply

❑ Notice of Funding Opportunity (NOFO)
❑ Grant Management System (GMS) access
  https://grants.tsl.texas.gov
❑ Viable project idea or concept
❑ Plan (goals & objectives)
❑ Support of governing authority
❑ Research/homework
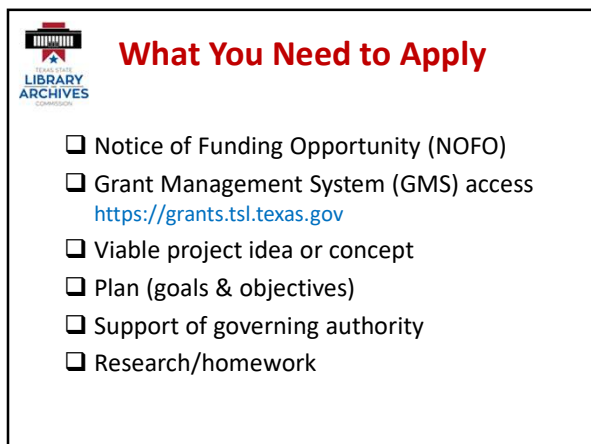
Notice of Funding Opportunity (NOFO)

❑ Grant program guidelines
❑ Instructions
❑ Scoring information
❑ TSLAC website
   www.tsl.texas.gov/ld/funding/index.html
❑ GMS https://grants.tsl.texas.gov
   (Public Documents tile in portal)

Notice of Funding Opportunity (NOFO)

❑ Program description
❑ Award information
❑ Eligibility
❑ Application and submission
❑ Review process (scoring)
❑ Award administration

Application Components

❑ Application certification*
❑ Program narrative and budget
❑ Children's Internet Protection Act (CIPA)
   acknowledgment*
❑ Letters of cooperation (if applicable)
❑ Letters of support (optional)

   *printed, signed and uploaded in GMS

Other supporting documents

- ❑ Indirect cost agreement
- ❑ Signature authorization, if signed by someone other than judge, city manager, etc.
- ❑ IMLS Logic Model
- ❑ Price quotes

Applicant Information

Verify
- ❑ Contacts
- ❑ Employee Identification Number (EIN)
- ❑ DUNS Number
- ❑ System for Award Management (SAM) registration expiration date

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Application Certification

❑ Signed by an individual authorized to enter into contracts with the State of Texas (i.e., county judge, city manager, mayor, etc.)

"I certify, to the best of my knowledge, that the statements made in this application are true, that the information provided is correct, and that I am authorized to enter into legally binding commitments on behalf of the applicant organization."

CIPA Form

- ❑ Children's Internet Protection Act
- ❑ Computer purchases (Internet-connected devices) by public libraries using LSTA funds; content filters
- ❑ Partner libraries to submit also
- ❑ Three options
  - ❑ Already comply
  - ❑ Not applicable; no computers purchased
  - ❑ Not a public library

Letters

- ❑ Letters of cooperation, memoranda of understanding/agreement
  - ❑ Outline partner contributions/agreements
  - ❑ Required with collaborative programs or partners, Library Cooperation grant
- ❑ Letters of support (optional; 3 max.)

Narrative

- 80-90% of total score
- Follow *Section E. Application Review Information*
- Types of info requested
    - Community/library background
    - Project details
    - Marketing
    - Sustainability
    - Goals and objectives

Narrative

- Partners and collaborators (not vendors)
- Abstract
    - Project overview
    - Completed last
    - Who will do what for whom and why.
    - 1,000 characters

Planning

- S.M.A.R.T.
    - S — Specific
        - Who, what, where, when, why, how
    - M — Measurable
    - A — Appropriate
    - R — Relevant
    - T — Time-based

Library/Community Information

- ❑ Location
- ❑ Population & demographics
- ❑ Customer/patron base
- ❑ Household income (if relevant)
- ❑ Industry/employment options
- ❑ Library mission and services
- ❑ Community attributes

Project Details

- ❑ Program design or activities
- ❑ Timetable
- ❑ Budget
- ❑ Personnel
- ❑ Impact
- ❑ Evaluation

Marketing & Sustainability

- ❑ Marketing
  - ❑ How?
  - ❑ Where?
  - ❑ To whom?
- ❑ Sustainability
  - ❑ How will program continue beyond this year of grant funding?

Information Resources

Local/Texas
- ❑ Other grantees or libraries w/similar programs
- ❑ Counting Opinions Reports for Public Libraries
- ❑ Texas Library Association
    www.txla.org/research-statistics
- ❑ Local Chambers of Commerce
- ❑ Texas Comptroller of Public Accounts
    www.comptroller.texas.gov

Information Resources

National
- ❑ IMLS www.imls.gov/research-evaluation/evaluation-resources
- ❑ ALA Office for Research & Statistics
    www.ala.org/offices/ors
- ❑ National Center for Education Statistics
    nces.ed.gov/surveys/libraries/academic.asp
- ❑ U.S. Census Bureau www.census.gov
- ❑ U.S. Bureau of Labor Statistics www.bls.gov

Grantwriting Resources

- ❑TSLAC Library Science Collection
    www.tsl.texas.gov/ld/lsc/index.html
- ❑Funding Information Center (Texas Dept. of State Health Services)
    www.dshs.state.tx.us/fic/default.shtm
- ❑The Foundation Center – Funding Information Network
    foundationcenter.org/fin/
- ❑The Grantsmanship Center
    www.tgci.com/resources

Tips

- ☐ <u>Read</u> and follow the guidelines.
- ☐ Make sure project fits the grant program and/or eligibility requirements.
- ☐ Use available resources.
- ☐ Write succinctly.
- ☐ Write for the grant reader.
- ☐ Have someone else read it BEFORE you submit it.

Budget

- ☐ 10-20% of total score
- ☐ Story through numbers
- ☐ Table and narrative
- ☐ Income and expenses
- ☐ Completed last
- ☐ Completed in GMS

Budget Categories

- ❏ Salaries/Wages/Benefits
- ❏ Consultant Fees
- ❏ Travel
- ❏ Equipment (i.e., property > lesser of capitalization level or $5K*)
- ❏ Supplies/Materials (including computers. etc.)

Budget Categories

- ❏ Services (training, e-books, Internet)
- ❏ Indirect Costs (finance and overhead costs)
    - ❏ Requires documentation if using federally negotiated rate
- ❏ Program Income — income received as a result of proposed activities or from products resulting from grant activities

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Budget Tips

- ❏ Be thorough.
- ❏ Be realistic for the time period.
- ❏ Get estimates.
- ❏ Describe the costs. (mandatory)
- ❏ Include what you are willing to fund and how much.
- ❏ Make sure budget table and budget narrative reconcile.

SUBMITTING THE APPLICATION

Grant Management System (GMS 2017)

❑ https://grants.tsl.texas.gov
❑ Debuted spring 2016
❑ Directors/administrative contacts are responsible for submitting names to TSLAC for GMS accounts.
❑ Each new user will receive an invitation from the system based on priority. First priority is to submit applications. Others added if recommended for funding.

GMS user roles

❑ Designated by library directors/administrative contacts

❑ Roles
  ❑ **Grant application (submit/no submit)**
  ❑ Reports
  ❑ Requests for Funds (submit/no submit; read only)

GMS 2017

TEXAS STATE LIBRARY ARCHIVES COMMISSION
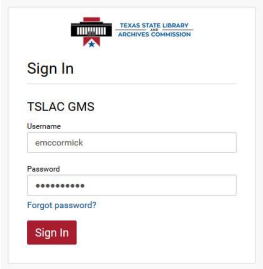
Sign In

TSLAC GMS

Username
emccormick

Password
●●●●●●●●●●

Forgot password?

Sign In

https://grants.tsl.texas.gov

GMS 2017

GMS 2017 — Tiles

❑Accounts (Library information)
❑Contacts (registered library staff)
❑Grants
  ❑ Current grants and applications
  ❑ Create new applications
❑Documents library
  ❑ Public documents (grant docs)
  ❑ Company documents (TSLAC)
  ❑ My documents (library docs)

GMS 2017
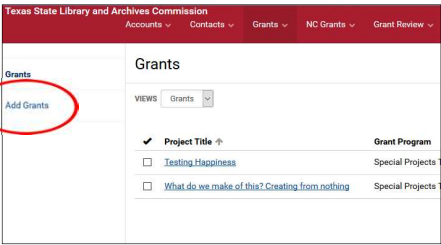
"Add Grants"

The Application

General

Applicant Organization
Texas State Library & Archives Commission

Project Title *

Grant Program *

Project Manager *

*required fields

The Application

General

Applicant Organization
Texas State Library & Archives Commission

Project Title *
Sammy reads a book

Grant Program *

Impact 1 2018
Impact 2 2018
Impact 3 2018
Library Cooperation 2018
Special Projects Test
Special Projects 2018
Texas Reads 2018
TexTreasures Basic 2018
TexTreasures Original 2018

The Save

General

Applicant Organization
Texas State Library & Archives Commission

Project Title *
Sammy reads a book

Grant Program *
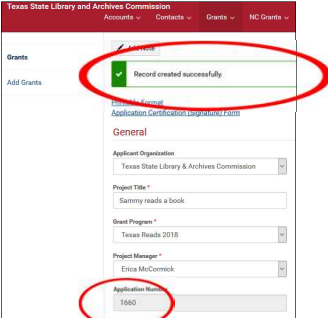Texas Reads 2018

Project Manager *
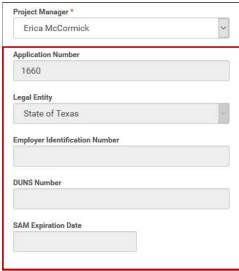Erica McCormick

Save

After the "Save"

After the "Save"

Auto-populated after save:

- Application #
- Legal Entity
- EIN
- DUNS Number
- SAM Expiration Date

Forward corrections to grants@tsl.texas.gov.
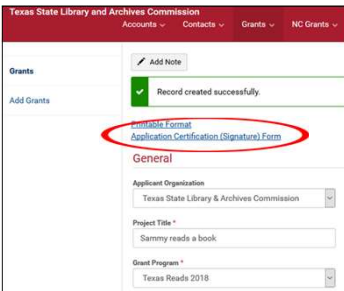
Application Certification

Application Certification

State Fiscal Year:	S2018
Grant Program:	Texas Reads 2018
Project Title:	Sammy reads a book
Application Number:	1660
Name:	Texas State Library & Archives Commission
Project Manager:	Erica McCormick
Phone Number:	8002529386
Email:	emccormick@tsl.texas.gov
Grant Term:	9/1/2017 to 8/31/2018
CFDA Number:	45.310 Grants to States
Federal Award Number:	LS-00-17-0044-17
Created By:	

I certify, to the best of my knowledge, that the statements made in this application are true, that the information provided is correct, and that I am authorized to enter into legally binding commitments on behalf of the applicant organization.

Application Approved by (name): _____

Job Title: _____

Date: _____

Signature: _____

GMS 2018 – Narrative

Narrative

Program Partners
dfds

Program Abstract
dodf

Criterion E1
Needs Assessment (20 points): Describe why the program is needed in the community. (7300 characters)

Criterion E1 Points
20

Answer
xssfsdv

Budget

Budget

Capitalization Level

Max Grant Amount
3900.00

Salaries/Wages/Benefits

Salaries/Wages/Benefits Other Funds

Total Salaries/Wages/Benefits

Salaries/Wages/Benefits Description

Consultant Fees

Consultant Fees Other Funds

Total Consultant Fees

Consultant Fees Description

Adding documents

Submit Grant Application

Application Submit Date

Save

Additional Documentation and Comments

Add Note

Adding documents

Additional Documentation and Comments

Add a note:

2018 test

Attach File:

Browse...   Survey - Instructional Program for Public.docx

Add Note   Cancel

After attachment, "Add Note" = SAVE.

Adding documents

Additional Documentation and Comments

Add Note

Note created by Erica McCormick on 1/19/2017 9:01:40 AM

2018 test

Attachments: Survey - Instructional Program for Public.docx

19

Adding documents

- ❑ Can add as many documents as needed
- ❑ Can add documents at any time, including after submission
- ❑ Use the recommended naming conventions for consistency
  - ❑Year_Libraryname_DOCname
    - Ex. 2018_AAATestLibrary_CIPA

Adding documents

- ❑Recommended document names
  - ❑ AppCert (signed application certification form)
  - ❑ CIPA (signed CIPA form)
  - ❑ Budget (supplemental budget info, i.e., quotes)
  - ❑ LettersC (letters of cooperation)
  - ❑ LettersS (letters of support)
  - ❑ Sigauth (signature authority)
  - ❑ IDC (indirect cost agreement)
  - ❑ LogicModel (IMLS Logic Model)

Submitting

Expected Program Income

☑ Submit Grant Application

Application Submit Date

Save

Additional Documentation and Comments

✎ Add Note

Note created by Erica McCormick on 1/19/2017 9:01:40 AM
2018 test
Attachments: Survey - Instructional Program for Public.docx

To submit:
1. Check "Submit Grant Application" box.
2. Hit "Save."

Submitting

When & Who

❑ 2018 Deadline

11:59 p.m., Monday, March 6, 2017

❑ Directors

❑ Assigned roles (SUBMIT button)

FAQ #1

Q: We have a 2017 TSLAC grant. We will use the same staff for the 2018 grant. Do I need to resubmit the contact information?

A: No. If the same staff will be used for your 2018 grant, you do not need to resubmit the list. TSLAC will ask you to verify the access needed for each upon award in August.

FAQ #2

Q: I don't plan on applying for a 2018 grant, but may consider applying for a later grant cycle. Do I still need to provide this information by the deadline?

A: If you do not plan on applying for a grant this year, you can wait until later.

FAQ #3

Q: What if staff changes after I provide the information?

A: If you are recommended for a grant award, TSLAC will contact you for revisions before the grant period starts.

FAQ #4

Q: Do I need to do this for each grant application or just once for the library?

A: You only need to complete the list once for the library for the year applying. Please be sure to include the necessary staff for all grants for which you intend to apply, including interlibrary loan (ILL).

FAQ #5

Q: What happens after I give you the list?

A: Your list will be imported into the system to update your contact records. Staff who will be tasked with submitting the application will receive an invitation first. Other staff will receive an invitation to complete their registration if library is recommended for funding.

REVIEW & AWARD PROCESS

Application Review

- ❑ After submission
    - ❑ TSLAC preliminary review for issues or concerns
    - ❑ Notice to applicant regarding issues
    - ❑ Applicant response to issues
    - ❑ Responses included with application materials for grant review panel

Review Panels

- ❑ 4 panels; 5-12 peer members each
    - ❑ Texas Reads
    - ❑ Impact
    - ❑ Texas Collections Working Group (TexTreasures)
    - ❑ LSTA (Special Projects/Library Cooperation)
- ❑ Set time period to review applications online (min. 4 weeks)
- ❑ Meet to discuss individual applications and finalize scores

Review Panels

- ❑ Scoring
    - ❑ By rubric (see program guidelines)
    - ❑ Minimum score of 60.0 to be eligible
- ❑ Recommendations for funding
    - ❑ Final scores ranked from highest to lowest for funding recommendation to the Commission; **FUND** or **DO NOT FUND**
    - ❑ List sent to all applicants
    - ❑ Individual scoring sheets with panel comments sent to respective applicants

Individual scoring sheet

Applicant Library: ABC University
Project Title: Happy reads another book
Score: 71.40
Amount requested: $74,406.00
Amount recommended: $74,406.00

Reviewer Comments
Criterion 01— Needs Assessment
- I think this is a great idea!
- Interesting collaborative project.
- There is no statistical data, surveys or other information to back up why program is needed.

Funding recommendations

Applicant	Funding Recommendation
A Library	FUND
B Library	FUND
C Library	FUND
D Library	FUND
E Library	FUND
F Library	FUND
G Library	FUND
H Library	FUND
I Library	DO NOT FUND

Post Recommendation

❑FUND
- ❑ Pre-award assessment
- ❑ Reconcile application with GRP recommendations

❑DO NOT FUND
- ❑ May appeal

Appeals (Protests)

- ❑ Applicants may appeal funding decision to TSLAC Director and Librarian (13 TAC 2.55)
- ❑ Must notify all interested parties
- ❑ Limited time allotted
  - ❑ After 1st notice: 21 days
  - ❑ After TSLAC response: 15 days
- ❑ May request audience with Commission

Awards

- ❑ Commission meets to approve recommendations (August 2017)
- ❑ Awards announced to awardees (subrecipients)
- ❑ "Next Steps" webinar
- ❑ "Contract Overview" webinar
- ❑ Contracts issued

Post-award Activities

- ❑ Training
  - ❑ Contract overview
  - ❑ Grant communication
  - ❑ Performance reporting
  - ❑ Financial reporting
- ❑ Grant administration
  - ❑ Contract compliance
  - ❑ Project implementation
  - ❑ Quarterly or semi-annual reporting
  - ❑ Site visits

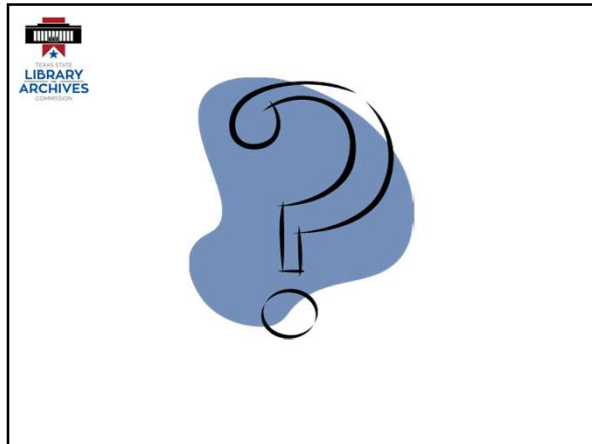
CONTACT INFORMATION

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512.936.2306 fax